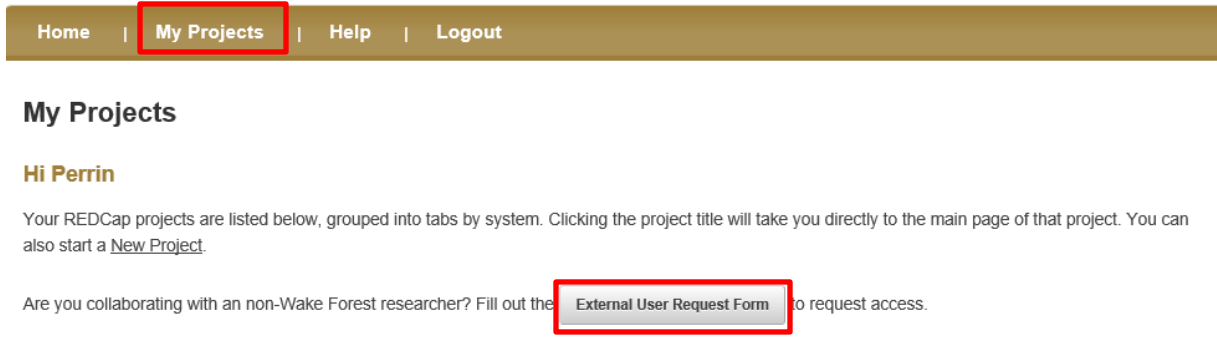


REDCap – How to Request External User Access

- From the [My Projects tab](#), click on the link to the [External User Request Form](#)



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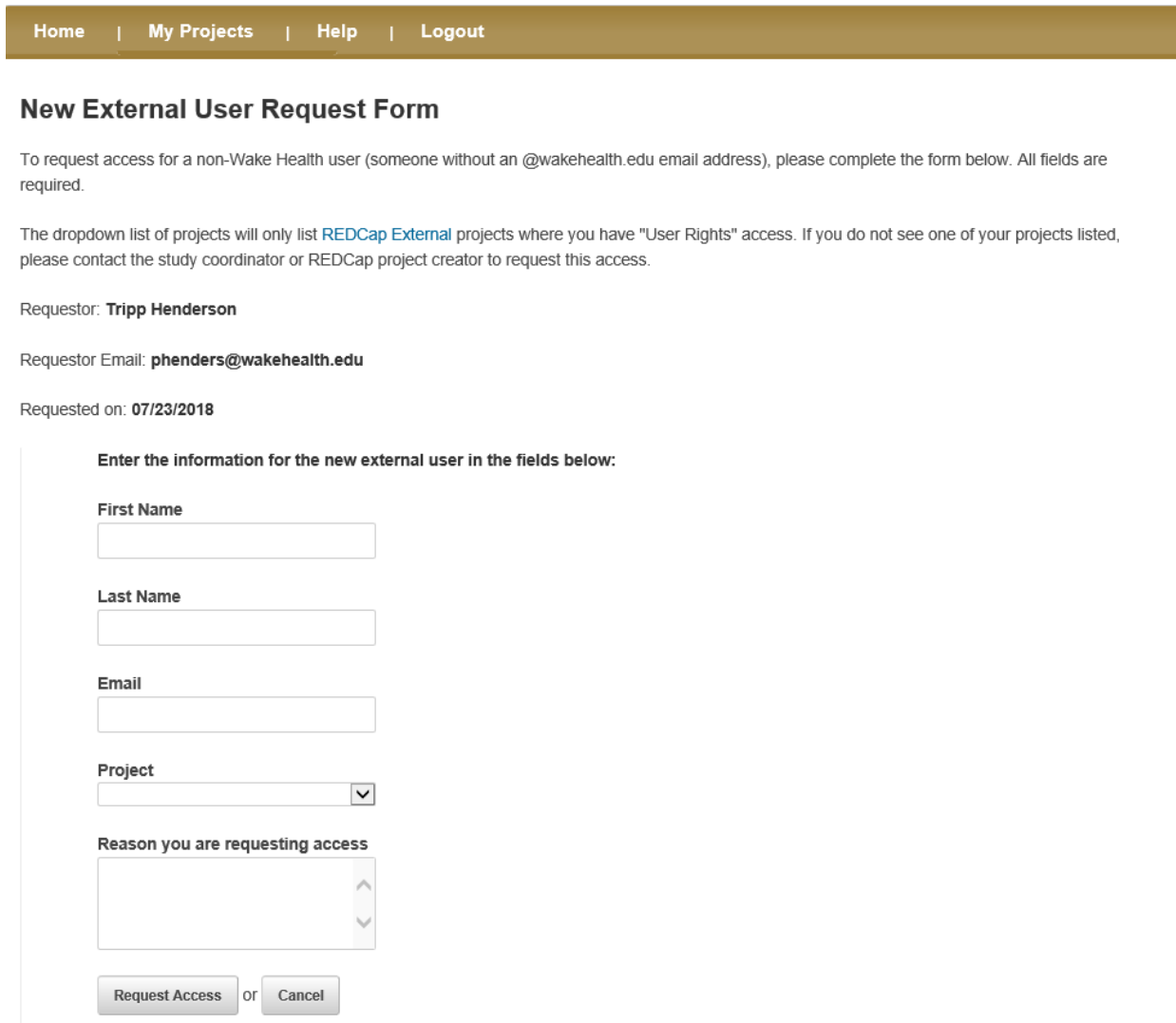
My Projects

Hi Perrin

Your REDCap projects are listed below, grouped into tabs by system. Clicking the project title will take you directly to the main page of that project. You can also start a [New Project](#).

Are you collaborating with an non-Wake Forest researcher? Fill out the [External User Request Form](#) to request access.

- The selection will open the [New External User Request Form](#). Please complete the required information and submit the form.



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New External User Request Form

To request access for a non-Wake Health user (someone without an @wakehealth.edu email address), please complete the form below. All fields are required.

The dropdown list of projects will only list [REDCap External](#) projects where you have "User Rights" access. If you do not see one of your projects listed, please contact the study coordinator or REDCap project creator to request this access.

Requestor: **Tripp Henderson**

Requestor Email: **phenders@wakehealth.edu**

Requested on: **07/23/2018**

Enter the information for the new external user in the fields below:

First Name

Last Name

Email

Project

Reason you are requesting access

or

- A completion email will automatically send to ctsiredcap@wakehealth.edu. The CTSI REDCap team will create a profile for the external user and notify the requestor upon completion.